

# **Minutes of the Board of Water Commissioners' Meeting**

**Monday, March 19, 2012**

Present: Commissioners G. Van De Kreeke, R. Haen, A. Stewart, and J. Trueblood, Superintendent.

The meeting was called to order by G. Van De Kreeke, President, at 4:02 P.M. All present recited the Pledge of Allegiance.

## **Minutes of Previous Meeting**

Motion by Commissioner Stewart, seconded by Commissioner Haen, that the minutes of the February 20, 2012 meeting be approved as presented. Motion carried unanimously.

## **Financial Reports**

The end of year financial report for December 31, 2011 was discussed. The Commissioners accepted the report as presented.

## **Superintendent's Report**

### **Operations' Department Report**

Superintendent reported that February pumpage was down from 2011 by 5.9%, continuing a trend of decreased production. Various work had been completed by the CM crew in replacing corroded bolts in the high lift pipe vault and in replacing support structures in the pipe gallery. The plant received a large shipment of anthracite for topping off the filters. A new method for south basin sludge disposal had been investigated and implemented, reducing the volume of sludge going to the sanitary sewer system. Safety improvements included assigning safety kit/eye wash station checks to one of the operators, assigning maintenance of gas monitors to the lab tech, receiving a new Miller retrieval unit, and forklift training. The Commissioners accepted the operations report as presented.

### **Construction Maintenance Department Report**

Superintendent advised that the crew had repaired two water main breaks. Fire hydrant inspections had continued, and flushing for quality control had also begun. Staff also attended first aid update training. The Commissioners accepted the construction maintenance report as presented.

## **Old Business**

### **Old Business Presented By Commissioners**

Commissioner Stewart discussed his review of the Utility's online water meter setting specifications. He found some unclear language that he would like the Utility to review. He also found it confusing that the Utility had specs for plumbers and specs for residential settings. Commissioner Stewart suggested clarification of when meter horns are required and why the spec requires lockable ball valves to be of the same manufacturer as the meter horn. Commissioner Stewart also asked if two valves are required on rebuilds or just on new construction. Superintendent responded that he would review the specifications with meter staff and report back at the next Board meeting.

### **Other Old Business**

#### **Cross Connection Control Program**

Commissioner Stewart had submitted an email to Superintendent regarding follow-up questions on the cross connection control program. Superintendent presented a summary written response indicating the Utility's WDNR area representative had accepted October 1, 2012 as a deadline for submittal of the Utility's draft written program. The summary included other information on the legal authority behind the program. Commissioner Stewart felt comfortable with the additional information and now better understood the Utility's required involvement.

Monday, March 19, 2012

Commissioner Stewart also asked for an update on consideration of weekend hours for meter change-outs. Superintendent responded that the idea was still under discussion and he would report back next month.

**New Business**

**Business to be presented by Commissioners**

There was none.

**Other New Business**

**Discuss and ask Board approval to purchase replacement alum level sensors and clear well level sensors**

Superintendent presented proposals from Lesman Instrument for \$8,119.00 and Energenics for \$12,060.00 for two hydro-rangers and 4 ultrasonic level sensors to replace similar equipment in the alum tanks and clear well; the proposals included other necessary equipment such as cabling, power supplies, and integration. After discussion, Commissioner Haen made a motion, seconded by Commissioner Stewart, to accept the proposal. The motion passed unanimously.

**Discuss and ask Board approval for SCADA work at Wilgus booster station**

Superintendent presented a proposal from Best Systems to upgrade the basic control at the Wilgus station. The proposal included a new Allen Bradley PLC and Color PanelView with touchscreen, along with changing various wiring and modifying control logic, for a total cost of \$10,049.00. Commissioner Van De Kreeke made a motion, seconded by Commissioner Stewart, to accept the proposal. Motion passed unanimously.

**Discuss and ask Board approval for production of 2012 annual report**

Superintendent presented a proposal from Swann Art, Ad, and Design for production charges on the 2012 annual report to customers at the same price as last year. Commissioner Haen made a motion to accept the proposal at a cost of \$1,755.00, seconded by Commissioner Stewart. Motion passed unanimously.

**Discuss City's plan to change assessment/payment policies on certain water main extensions**

Superintendent presented a summary of ideas recently discussed with the City Administrator and Public Works Director. In late 2011, the Utility presented two bills to the City for reimbursement. One was for private water service replacements and the other was for water main installation costs on South Business Drive. Normally the Utility pays for private water service replacements, and then is reimbursed as customers pay their assessments for these improvements. However, in 2011, the Utility exceeded the \$50,000 limit that had been agreed upon about ten years ago. The City, due to budget constraints, would now prefer that the Utility simply receive the service assessments rather than being directly reimbursed by the City. Superintendent recommended that this change in policy is legally permissible and would place no huge burden on the Utility, while helping the City with its budget problem; it would also simplify the accounting of private water service assessments. After some discussion, the Commissioners did not object to the change.

The second bill reflected the City's commitment to contribute toward the costs of the water main extension on South Business Drive south of Weeden Creek Road. This commitment was discussed and confirmed with the previous Director of Development and City Finance Director. The City Administrator feels that the City might no longer be able to pay upfront costs for future extension of water main along out-of-city frontages. Superintendent stated that the Utility's rate file directs that if the municipality is unable or unwilling to pay for water main assessments in such cases, then the extension will be made on a customer-financed basis where the applicant pays an advance as a contribution in aid of construction. This is further clarified in local ordinance 122-98. If the City determines, through negotiation with a specific developer, that it is in the City's

Monday, March 19, 2012

interest to fund the water main extension, then the City can always determine to pay for the extension as in the past.

The Board members felt the City had made a commitment to pay for the South Business Drive water main extension as shown in Resolution 237-10-11 passed by Council on April 6, 2011, which estimated the minimum cost to the City as \$113,797.00. Superintendent pointed out the City had already reimbursed the Utility for \$34,272.00 of this amount, leaving a balance of \$82,381.23. Superintendent stated that it was certainly not within his authority to waive the amount or counter the Resolution of Council. Superintendent proposed that the amount could be deducted from the Utility's upcoming PILOT payment if the City were agreeable to that. The Board members felt that might be a workable solution.

Discuss proposed water main easement with Sheboygan Area School District

Superintendent presented a drawing showing a 1,140' proposed utility easement at the northeast corner of the Horace Mann School property near Georgia Avenue. The Utility seeks to install a 24" water main to the Georgia Avenue standpipe and pump station. However, Georgia Avenue has many existing utilities that would complicate the installation of a large water main. The Utility would prefer to acquire an easement for the water main. The Distribution Supervisor had met with the District's Facilities Manager to establish a route that would have minimal impact on the school property. In exchange for this permanent easement, the Utility intends to offer to connect the Horace Mann school to the boosted pressure zone established by the pump station; the school is currently on the lower pressure side of the zone. A new fire hydrant would also be installed near the north entrance circle at the School. The estimated cost for these improvements is \$25,000. The District had also requested the estimated cost for the Utility to install a new 6" water service at South High, along with a new fire hydrant in the street terrace. The estimated cost for these improvements is \$13,000-\$16,000 depending on the extent of concrete restoration. The Commissioners felt that the monetary value of these projects was reasonable for a utility easement near a public street in a non-commercial area. They directed the Utility Superintendent to pursue an agreement with the School District.

Inform Board of phone line issues with Georgia Avenue booster station

Superintendent explained that communications with the booster station had been lost on Thursday evening, rendering it impossible for the plant operator to determine pumping status or tower levels at the Georgia standpipe and EE tower. The operations foreman had mobilized late that night to monitor levels in person. On Friday, the filter plant foreman and other staff worked with AT&T and Best Systems to diagnose the problem. Sporadic communications were established. Ultimately Best Systems identified a simple relay as the problem, and systems were then returned to normal status.

Discuss and ask Board approval to purchase various water main fittings and parts

Superintendent presented a tabulation sheet for ductile iron pipe along with various appurtenances. Commissioner Van De Kreeke made a motion, seconded by Commissioner Stewart, to accept the low cost proposal of \$27,758.40 for 100 feet of 16" pipe, 660 feet of 12" pipe, and polyethylene encasement from Davis/Ferguson; and of \$8,933.00 for the appurtenances. Motion passed unanimously.

Discuss and ask Board approval on Water Main Installation

Superintendent presented cost estimates for water main installation on N. 13<sup>th</sup> Street, from Superior Avenue to Huron Ave, and South of Huron to Michigan Avenue; Crocker Avenue from S. 32<sup>nd</sup> Street to S. Taylor Drive; and Broadway Avenue, from S. 19<sup>th</sup> Street to Settlement Trail. These were \$45,000, \$225,000, and \$700,000 respectively. N. 13<sup>th</sup> Street had \$5,000 in private water service replacements. Commissioner Van De Kreeke made a motion, seconded by Commissioner Haen, to approve the projects. Motion passed unanimously.

**Correspondence**

There was no additional correspondence.

**Approve Vouchers**

Motion by Commissioner Van De Kreeke, seconded by Commissioner Haen, that gross payroll of \$135,131.72, and the general vouchers of \$316,637.10 be allowed and approved. Motion passed unanimously.

**Personnel**

**Update Board on HR Audit**

Superintendent reported that the Utility had requested an outside consultant to perform an HR audit of various policies and practices in place at the Utility. The consultant produced a number of recommendations that the Utility will soon be moving to implement.

Superintendent discussed longevity steps for an account clerk and administrative assistant. Motion by Commissioner Haen, seconded by Commissioner Stewart, to approve the steps as proposed. Motion passed unanimously.

**Other Matters**

There were none.

**April Board Meeting**

The next Board Meeting will be on Monday, April 23, 2012, at 4:00 P.M. in the Utility conference room.

With no further business, the meeting adjourned at 5:15 PM on a motion by Commissioner Haen, seconded by Commissioner Van De Kreeke. Motion carried unanimously.

Minutes taken by:  
Superintendent  
Joe R. Trueblood

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Raymond W. Haen, Secretary